

INSTRUCTIONS FOR COMPLETION AND PROCESSING
OF THE CLIENT SERVICE RECORD – CSR-300

PURPOSE

This is a comprehensive, standardized form for reporting on the complete rehabilitation process for every individual who becomes a client of the agency. It begins at application and continues until final closure.

The CSR-300 is designed to accumulate basic information about each individual in the rehabilitation process, and will be used: (1) as a tool for measuring the effectiveness of the rehabilitation program at national and state levels; (2) in describing the operations of the program to the Congress and to state legislatures; (3) in estimating the cost and evaluating the effectiveness of the program to various public and private organizations interested in the vocational rehabilitation of individuals with disabilities; (4) to provide specific answers to questions which are frequently raised on operations of the program; and (5) to give the counselor a quick and valuable overview of each client's present placement in the rehabilitation process.

This form includes all of the required federal items, as well as a number of additional items felt to be useful to Iowa Vocational Rehabilitation Services.

QUALITY OF RECORDED DATA

It would be difficult to conduct a program for improving vocational rehabilitation services or to measure the effectiveness of the program without the data contained in the CSR-300. Evaluation of the data, however, can only be valid if the recording and reporting is accurate and reliable. It is essential, therefore, that each staff member take utmost care in maintaining accurate and complete data in case records and in the reporting on the CSR-300.

DESIGN OF THE CLIENT SERVICE RECORD

The CSR-300 has been made as nearly self-coding as possible, with the intent of reducing to a minimum the necessity for the counselor to have to write information. Almost all of the data can be completed by a code entry.

Each data entry line is identified by a letter at the right side of the line. Within each line, information items are identified by a number located in the upper left corner of each item. References to data items will be by line and item, e.g., Last Name is A-10.

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

GENERAL INSTRUCTIONS**COMPLETION OF THE CLIENT SERVICE RECORD – CSR-300**

1. The accurate completion of the items on this form is the joint responsibility of the secretary and the counselor to whom the case is assigned. The counselor is responsible for obtaining and providing the information. Either the counselor or secretary can enter the information into the computer.
2. To input data the operator will go to the mainframe and, using their TSO# and password, will select the CICS program and access VRCU.
 - **New Assignments** . Look up the client by both name and Social Security number. While the name a person goes by may change, the Social Security number should remain the same. After the file is opened, record the findings in items C-28 and C-30. Access the VRCU program. Type in the three-digit office number where the case is to be assigned (first three digits of case number line) and push PF2. Based on that office number, the next sequential case number will be automatically assigned. Input the data recorded on the CSR-300. After all data has been input, push PF3.
 - **Open Cases** . To input additional data on an already open file access the VRCU program, type in the case number, then push PF6. From the paper CSR-300 type the last name on the screen in the line between the name line and the address line. Enter the new data and push PF4. If the data is acceptable the cursor will return to the case number. To work on another case, type its case number and push PF6.
 - **Errors** . If the data does not meet edit requirements the computer will not update the record when you push the PF4 key. In those instances the cursor will return to the first field on the form, which is in error. Correct the field, using the error message at the bottom of the screen as a guide, and push PF4 again. If there are other errors the cursor will go to the next one, if not, it will update the record. (NOTE: Lack of error messages does not necessarily mean that the data is accurate. It simply means that the entries fall within acceptable ranges. Care must be taken to ensure accuracy.)

August, 2007



- Sign Off . Once you are through inputting data or looking up client information, it is important you perform the sign-off/disconnect routine. A blank screen does not mean you have disconnected.
3. If you access a case from a computer in an office other than the one to which it is currently assigned you will get a message telling you that is currently assigned elsewhere and asking if you want to continue. This is designed to reduce errors caused by mistyped case numbers, but allow for our regular transfer procedure and for one office to help another.
 4. On transfers the receiving office will enter the new Office Number (D-25), and Counselor Number (D-28) in those spaces, as appropriate, and any other items written in red on the form and update the record.
 5. At closure, enter all the data into the computer and change the print option to N before sending the closed file to the State Office.
 6. The CSR-300 will be the top document of the new casefile material.
 7. When changes of the CSR occur it should be identified by the Staff person during dictation at which time the clerical support person will make the change. Clerical support will check to make sure the change is appropriate when it has been missed by a professional staff person. After entering the change on VRCU press PF4 key to update. When the change is not made at dictation, for ease of recognition, all initial entries or corrections should be printed plainly in red.
 8. When making corrections, draw a line through the items to be corrected and write the correction in above it. The record will be corrected by typing the correct data over that already entered.

Corrections are allowed when it is determined that the original entry was made incorrectly and in specified instances when the client's situation has changed.
 9. All dates should be written with leading zero, if needed. All date entries use two digits for the month, two digits for the day, and four digits for the year.
 10. To record narrative information accurately in the computer record, all narrative items should be kept as short as possible, consistent with clarity.
 11. The number of spaces available for any item is limited to the difference between the numerical value of the space for the first entry and the value of the next higher space.

August, 2007



CSR-300**INSTRUCTIONS FOR COMPLETION**

CASE NUMBER . To assign a new case, first access the VRCU program. The access screen will appear. Enter the three-digit office number to which the case is to be assigned in the first three spaces of the case number and push the PF2 key. This will display a new CSR-300 screen with the next available number from the office number you have entered. It is important to check the alphabetical and Social Security Number list of clients before beginning this process to avoid duplicate assignments. Should a duplicate assignment occur, contact the IVRS Statistical Section for instructions.

Once the data has been entered from the initial form, push the PF3 key. If all data is correct, to enter the next new case in that office simply hit the PF2 key and a new screen with the next sequential case number will appear.

The case number is determined by the following method. The first three digits represent the office number of assignment; the next four digits is the sequential case assignment within that office that fiscal year; and the last two digits represent the federal fiscal year of assignment.

<u>OFFICE NUMBER</u>	<u>CLIENT ASSIGNMENT</u>	<u>FISCAL YEAR</u>
002	0036	01

LINE A

A-10 CLIENT NAME – Enter the client's last name, first name, and full middle name, if available. Always use the client's actual given first name. This is not necessarily the name the individual goes by. For example, Richard Smith may be known as Rick, Ricky, or Dick Smith. For purposes of this form and the casefile, he should be listed as Richard Smith. (This is to assist in trying to determine if an applicant has been a previous client.)

A-38 NOTE . Line A, Item 38 is designed to accommodate the full middle name. If the client marries while a client and changes their last name, the former last name will be moved into this item and the new last name put in the %Last Name+item.

A-50 STREET ADDRESS . Enter the current permanent mailing address of the client. Keep current, including address at closure.

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

LINE B

B-10 CITY . Enter the name of the city where the client is currently living.

B-26 STATE . Enter the two-letter abbreviation for the state in which the client is living. The abbreviation for Iowa is IA.

AL . Alabama	IN . Indiana	NE . Nebraska	SC . So. Carolina
AK . Alaska	IA . Iowa	NV . Nevada	SD . So. Dakota
AZ . Arizona	KS . Kansas	NH . New Hampshire	TN . Tennessee
AR . Arkansas	KY . Kentucky	NJ . New Jersey	TX . Texas
CA . California	LA . Louisiana	NM . New Mexico	UT . Utah
CO . Colorado	ME . Maine	NY . New York	VT . Vermont
CT . Connecticut	MD . Maryland	NC . North Carolina	VA . Virginia
DE . Delaware	MA . Massachusetts	ND . North Dakota	WA . Washington
FL . Florida	MI . Michigan	OH . Ohio	WV . West Virginia
GA . Georgia	MN . Minnesota	OK . Oklahoma	WI . Wisconsin
HI . Hawaii	MS . Mississippi	OR . Oregon	WY . Wyoming
ID . Idaho	MO . Missouri	PA . Pennsylvania	
IL . Illinois	MT . Montana	RI . Rhode Island	

B-28 ZIP CODE Enter the nine digit Zip Code for the client's address. If the last four digits are not known, just enter the first five. For non-U.S. addresses, enter 00000-0000. Keep current, including at closure.

August, 2007



Iowa
Vocational
Rehabilitation
Services

B-37 COUNTY NUMBER . Enter the two digit county number from the following list. For non-Iowa addresses, enter 00. Keep current, including at closure.

01 Adair	26 Davis	51 Jefferson	76 Pocahontas
02 Adams	27 Decatur	52 Johnson	77 Polk
03 Allamakee	28 Delaware	53 Jones	78 Pottawattamie
04 Appanoose	29 Des Moines	54 Keokuk	79 Poweshiek
05 Audubon	30 Dickinson	55 Kossuth	80 Ringgold
06 Benton	31 Dubuque	56 Lee	81 Sac
07 Black Hawk	32 Emmet	57 Linn	82 Scott
08 Boone	33 Fayette	58 Louisa	83 Shelby
09 Bremer	34 Floyd	59 Lucas	84 Sioux
10 Buchanan	35 Franklin	60 Lyon	85 Story
11 Buena Vista	36 Fremont	61 Madison	86 Tama
12 Butler	37 Greene	62 Mahaska	87 Taylor
13 Calhoun	38 Grundy	63 Marion	88 Union
14 Carroll	39 Guthrie	64 Marshall	89 Van Buren
15 Cass	40 Hamilton	65 Mills	90 Wapello
16 Cedar	41 Hancock	66 Mitchell	91 Warren
17 Cerro Gordo	42 Hardin	67 Monona	92 Washington
18 Cherokee	43 Harrison	68 Monroe	93 Wayne
19 Chickasaw	44 Henry	69 Montgomery	94 Webster
20 Clarke	45 Howard	70 Muscatine	95 Winnebago
21 Clay	46 Humboldt	71 O'Brien	96 Winneshiek
22 Clayton	47 Ida	72 Osceola	97 Woodbury
23 Clinton	48 Iowa	73 Page	98 Worth
24 Crawford	49 Jackson	74 Palo Alto	99 Wright
25 Dallas	50 Jasper	75 Plymouth	

B-39 TELEPHONE – AREA CODE . Enter the area code for the client's telephone number. If the client has no telephone or the number is unknown, enter N.

B-42 TELEPHONE – NUMBER . Enter the client's telephone number. If the client has no telephone or the number is unknown, enter an N in B-39 and leave this item blank.

B-49 BIRTHDATE . Enter the eight digit date.

B-57 AGE . Enter the client's age at referral.

August, 2007



Iowa
Vocational
Rehabilitation
Services

B-59 SEX - Enter the appropriate letter code:

- M . Male
- F . Female

LINE C

C-10 SOCIAL SECURITY NUMBER . Enter the individual's Social Security Number (SSN), omitting hyphens. Enter a Y if not known and when this information is not available for records closed while the individual was an applicant, but before a determination of eligibility.

C-19 THROUGH C-24 RACE/ETHNICITY . Make a Yes (Y) or No (N) entry in each of these items. Multiple yes answers are permitted for an individual. The information must reflect the individual's own identification of their race and ethnicity.

- C-19** . White
- C-20** . Black or African American
- C-21** . American Indian or Alaska Native
- C-22** . Asian
- C-23** . Native Hawaiian or Other Pacific Islander
- C-24** . Hispanic or Latino

C-25 MARITAL STATUS . Enter the appropriate code to indicate the client's marital status at the time of application for services.

- 1 . Married, including common-law
- 2 . Widowed
- 3 . Divorced
- 4 . Separated
- 5 . Never Married
- Y . Not Available (Not allowed on closures in 26, 28, 30, and 38)

C-26 LIVING ARRANGEMENTS . Indicate the living arrangements of the individual, either temporary or permanent, on the date of application.

- 01 . Private Residence (independent, or with family or other person)
- 02 . Community Residential/Group Home
- 03 . Rehabilitation Facility
- 04 . Mental Health Facility
- 05 . Nursing Home
- 06 . Adult Correctional Facility
- 07 . Halfway House
- 08 . Substance Abuse Treatment Center
- 09 . Homeless/Shelter
- 10 . Other
- 00 . Information not available (allowed only on closures 02 to 08)

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

C-28 PREVIOUS CLOSURE – TYPE . Information to complete this item will be obtained from the Client Alpha and Social Security Number files (VRCU). If more than one closure is found complete this item based on the most recent one. Ignore times when the individual may have received services from the Independent Living Program and post-employment services.

If there has been a closure in any of the three preceding fiscal years it will be sent automatically if the CSR has been completed, from the closed records section of Administrative Services. When needing to view a case record that has been closed, but the CSR has not been completed, an E-mail should be sent to the closed casefile section with the following information: Client name, Social Security number, birth date, status and date closed.

- 01 . Closed before acceptance (Status 02 to 08).
- 02 . Closed while the individual was an applicant, but during or after a trial work experience/extended evaluation and before a determination of eligibility (Status 06 to 08).
- 03 . Closed after the individual achieved an employment outcome (Status 26).
- 04 . Closed not rehabilitated, after services initiated (Status 28).
- 05 . Closed not rehabilitated, before services were initiated (Status 30, from Status 12).
- 06 . Closed after a determination of eligibility from a waiting list (Status 38)
- 07 . Closed after a determination of eligibility, but before an IPE was started (Status 10 to Status 30)
- 99 . No previous closure

C-30 PREVIOUS CLOSURE – YEARS SINCE - If there has been a previous closure enter the code for the number of years since the file was last closed. If there is no previous closure leave this item blank. Ignore periods of Independent Living Program services and periods of post-employment services.

- 0 . less than 1 year
- 1 . one, but less than 2 years
- 2 . two, but less than 3 years
- 3 . three, but less than 4 years
- 4 . four, but less than 5 years
- 5 . five, but less than 6 years
- 6 . six, but less than 7 years
- 7 . seven, but less than 8 years
- 8 . eight, but less than 9 years
- 9 . nine and over

August, 2007



LINE D

D-10 REFERRAL SOURCE . Enter the code for the source of the current referral to IVRS. If the individual approached the agency on his/her own, even if based on information provided by the State agency, use Code 8, (self-referral).

- 1 . Educational institutions (elementary/secondary)
- 2 . Educational institutions (post-secondary)
- 3 . Physician or other medical personnel or medical institutions
- 4 . Welfare agency (State or local government)
- 5 . Community rehabilitation programs
- 6 . SSA (DDS or SSA District Office)
- 7 . One-stop employment/training center
- 8 . Self-referral
- 9 . Other sources

D-11 WORK STATUS AT APPLICATION . Enter the code which best describes the work status of the individual at application. Do not code the individual with any of the %Not Employed+codes, unless they cannot be coded in one of the %Employed+codes.

When an individual's work activity overlaps into two different employment categories, select the code most descriptive of the individual's employment activity at application.

EMPLOYED CODES

01 . Employed without supports in an integrated setting. Full of part-time employment in an integrated setting without ongoing support services. Work performed for wages, salary, commissions, tips, or piece-rate. Pay may be below, at, or above the minimum wage. Do not include self-employed individuals. When wages are below minimum wage, for jobs such as a waitress, the tips must be included to identify the accurate pay at which the person is working.

02 . Extended employment. Work for wages or salary in a non-integrated setting for a public or nonprofit organization. Such settings are variously referred to as community rehabilitation programs, sheltered industries, sheltered workshops, or occupational workshops. Individuals are compensated according to the Fair Labor Standards Act. The organization provides any needed support services that enable the individual to train or prepare for competitive employment.

August, 2007



03 . Self-employment (except BEP). Work for profit or fees including operating one's own business, farm, shop, or office. This includes sharecroppers, but not wage earners on farms.

05 . Homemaker . Individuals whose activity is keeping house for persons in their household or for themselves, if they live alone.

06 . Unpaid family worker . An individual who works without pay on a family farm or in a family business.

07 . Employment with supports in integrated setting. Full or part-time employment in an integrated setting with ongoing support services for individuals with significant disabilities. Pay may be at, above or below minimum wage.

NOT EMPLOYED

08 . Not Employed -Student in secondary education

09 . Not Employed - All other students . Individuals attending school full or part-time, other than students in secondary education.

10 . Not Employed . Trainee, intern, or volunteer Individuals engaged in unpaid work experiences, internships, or volunteer work for the purpose of increasing their employability. The individual may receive a stipend to defray the cost of transportation or other incidental expenses.

11 . Not Employed- Other . Individuals not in any of the categories above (e.g., persons just out of school who are not yet employed; persons unable to retain or obtain work; and persons who have recently left specialized medical facilities.)

D-13 WEEKLY EARNINGS . Enter the amount of money (to the nearest dollar) the individual earned in a typical week at the time of application. If the individual had no earnings, enter 0000. If the individual had earnings of \$9999 or more, use 9999. Fill in leading zeros when they apply. For example, record 0055 for an individual earning \$55 per week at the time of application.

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

This item collects data on the cash earnings of individuals at application and includes all wages, salaries, tips and commissions received as income before payroll deductions of Federal, State and local income taxes and Social Security payroll tax. Earnings also include profits derived by self-employed individuals.

Earnings for salespersons, consultants, self-employed and other similar occupations are based on their adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Since commissions and unreimbursed business expenses may be accrued and paid on an irregular basis the counselor may need to look at these figures over the period of a month or more to get a more accurate understanding of the individual's financial situation.

Do not include estimates of payments in-kind, such as meals and lodging.

Estimate profits of farmers, if necessary.

D-17 HOURS WORKED AT APPLICATION . Enter the number of hours the individual worked for pay in a typical week at the time of application. Earnings may have been in the form of wages, salaries, tips, commissions, profits from self-employment, adjusted gross income for salespersons, etc.

Persons on paid vacation or paid sick leave are considered to have worked for the number of hours of vacation or sick leave for which they were charged. Persons on unpaid vacation or unpaid sick leave are considered to worked 00 hours, but this is likely not a typical week.

If the individual generated no earnings, enter 00 (D-13).

If the person worked 99 hours or more in the week, enter 99. Fill in a leading zero, when necessary.

D-19 LEVEL OF EDUCATION . Enter the code for the level of education the individual had attained at the time of application for services. If the level is not documented, record an estimated level.

August, 2007



- 0 . No formal schooling
- 1 . Elementary education (grades K-8)
- 2 . Secondary education, no high school diploma (grades 9-12)
- 3 . Special education certificate of completion/attendance
- 4 . High school graduate or equivalency certificate
- 5 . Post-secondary education, no degree
- 6 . Associate degree or Vocational/Technical certificate
- 7 . Bachelor's degree
- 8 . Master's degree or higher
- 9 . Not required/not applicable (use only for persons closed from Status 02 to Status 08).

D-20 INDIVIDUALIZED EDUCATION PROGRAM (IEP) – Did the individual ever receive services under an Individualized Education Program (IEP).

Y . Yes

N . No

D-21 SCH DIST (SCHOOL DISTRICT) . Enter the four digit code from the list below which designates the public or private school district in which the client was enrolled at referral. Leave blank if the client was not enrolled in a secondary school at referral.

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

SCHOOL DISTRICT NUMBERS**01 – ADAIR**

0018 Adair-Casey
 0252 Anita
 2673 Nodaway Valley
 4978 Orient-Macksburg
 6264 West Central Valley

02 – ADAMS

0914 C and M
 1431 Corning
 1503 Creston
 2718 Griswold
 3609 Lenox
 4978 Orient-Macksburg
 5328 Prescott
 6651 Villisca

03 – ALLAMAKEE

0135 Allamakee
 1638 Decorah
 1972 Eastern Allamakee
 4419 MFL-Mar-Mac
 5310 Postville

04 – APPANOOSE

0081 Albia
 1071 Centerville
 4491 Moravia
 4518 Moulton-Udell
 5895 Seymour

05 – AUDUBON

0018 Adair-Casey
 0252 Anita
 0387 Atlantic
 0414 Audubon
 1413 Coon Rapids-Bayard
 2016 Elk Horn-Kimballton
 2151 Exira
 2754 Guthrie Center
 4014 Manning

06 – BENTON

0576 Belle Plaine
 0609 Benton
 1062 Center Point-Urbana
 1337 College
 3105 Independence
 4777 North Linn
 1935 Union
 6660 Vinton-Shellsburg

07 – BLACK HAWK

1044 Cedar Falls
 1719 Denver
 1791 Dike-New Hartford
 1908 Dunkerton
 2502 Gladbrook-Reinbeck

3042 Hudson
 3186 Janesville
 3204 Jesup
 1935 Union
 6660 Vinton-Shellsburg
 6762 Wapsie Valley
 6795 Waterloo
 6840 Waverly-Shell Rock

08 – BOONE

0472 Ballard
 0729 Boone
 1967 East Greene
 2466 Gilbert
 2570 Grand
 3942 Madrid
 4779 North Polk
 4878 Ogden
 5184 Perry
 5643 Roland-Story
 6095 South Hamilton
 6246 Stratford
 6561 United
 7110 Woodward-Granger

09 – BREMER

1719 Denver
 1908 Dunkerton
 2349 Fredericksburg
 3186 Janesville
 4599 Nashua-Plainfield
 6273 Sumner
 6471 Tripoli
 6762 Wapsie Valley
 6840 Waverly-Shell Rock

10 – BUCHANAN

1963 East Buchanan
 3105 Independence
 3204 Jesup
 4777 North Linn
 4869 Oelwein
 6175 Starmont
 1935 Union
 6660 Vinton-Shellsburg
 6762 Wapsie Valley
 6950 West Delaware Co.

11 – BUENA VISTA

0072 Albert City-Truesdale
 0171 Alta
 0423 Aurelia
 2376 Galva-Holstein
 3537 Laurens-Marathon
 4644 Newell-Fonda
 5823 Schaller-Crestland
 6048 Sioux Central
 6092 South Clay
 6219 Storm Lake

12 – BUTLER

0009 AGWSR
 0153 Allison-Bristow
 0279 Aplington
 1215 Clarksville
 1791 Dike-New Hartford
 2664 Greene
 2781 Hampton-Dumont
 4599 Nashua-Plainfield
 5130 Parkersburg
 6840 Waverly-Shell Rock

13 -- CALHOUN

4023 Manson-NW Webster
 4644 Newell-Fonda
 5301 Pomeroy-Palmer
 5323 Prairie Valley
 5625 Rockwell City-Lytton
 3411 Southern Cal

14 – CARROLL

0355 Ar-We-Va
 0999 Carroll
 1413 Coon Rapids-Bayard
 2520 Glidden-Ralston
 4014 Manning
 3411 Southern Cal
 6741 Wall Lake View Auburn

15 – CASS

0252 Anita
 0387 Atlantic
 0914 C and M
 2016 Elk Horn-Kimballton
 2151 Exira
 2718 Griswold
 6750 Walnut

16 – CEDAR

0603 Bennett
 1926 Durant
 3744 Lisbon
 4269 Midland
 3691 North Cedar
 6408 Tipton
 6930 West Branch
 6975 West Liberty
 7038 Wilton

17 – CERRO GORDO

1233 Clear Lake
 2295 Forest City
 4131 Mason City
 4266 Meservey-Thornton
 4761 Central Springs
 4772 North Central
 5616 Rockwell-Swaledale
 5697 Rudd-Rockford-Marble-Rock
 5922 Sheffield-Chapin
 6633 Ventura

August, 2007



Iowa
**Vocational
 Rehabilitation**
 Services

18 – CHEROKEE

0171 Alta
0423 Aurelia
1152 Cherokee
2376 Galva-Holstein
3348 Kingsley-Pierson
4068 Marcus-Meriden-Cleghorn
1975 River Valley
6048 Sioux Central
5157 South O'Brien

19 – CHICKASAW

1116 Charles City
2349 Fredericksburg
3029 Howard-Winneshiek
4599 Nashua-Plainfield
4662 New Hampton
6273 Sumner
6471 Tripoli
6509 Turkey Valley

20 – CLARKE

1211 Clarke
1970 East Union
3119 Interstate 35
4505 Mormon Trail
4572 Murray

21 – CLAY

1218 Clay Central-Everly
2862 Hartley-Melvin-Sanborn
4890 Okoboji
5724 Ruthven-Ayrshire
6048 Sioux Central
6092 South Clay
5157 South O'Brien
6102 Spencer
6345 Terril

22 – CLAYTON

1080 Central Clayton
1989 Edgewood-Colesburg
2394 Garnavillo
2763 Guttenberg
4419 MFL-Mar-Mac
5310 Postville
6175 Starmont
6591 Valley
6961 Western Dubuque Co.

23 – CLINTON

0918 Calamus Wheatland
0936 Camanche
1082 Central Clinton
1278 Clinton
1675 Delwood
1965 East Central
4041 Maquoketa
4269 Midland
4773 Northeast
5337 Preston

24 – CRAWFORD

0355 Ar-We-Va
0504 Battle Creek-Ida Grove
1917 Boyer Valley
1134 Charter Oak-Ute
1701 Denison
3996 IKM
4014 Manning
4033 Maple Valley
4860 Odebolt-Arthur
5832 Schleswig
6741 Wall Lake View Auburn

25 – DALLAS

0027 Adel-DeSoto-Minburn
1576 Dallas Center-Grimes
6264 West Central Valley
1953 Earlham
3942 Madrid
5121 Panorama
5184 Perry
6615 Van Meter
6822 Waukee
6957 West Des Moines
7110 Woodward Granger

26 – DAVIS

0977 Cardinal
1619 Davis County
0657 Eddyville-Blakesburg
2327 Fox Valley
4491 Moravia
4518 Moulton-Udell

27 – DECATUR

1093 Central Decatur
1211 Clarke
3465 Lamoni
3705 Lineville-Clio
4505 Mormon Trail
4527 Mount Ayr
4572 Murray

28 – DELAWARE

1989 Edgewood-Colesburg
4043 Maquoketa Valley
4446 Monticello
4777 North Linn
6175 Starmont
6950 West Delaware
6961 Western Dubuque Co.

29 – DES MOINES

0882 Burlington
1602 Danville
2322 Ft. Madison
4203 Mediapolis
4509 Morning Sun
4689 New London
6759 Wapello
6937 West Burlington
7047 Winfield-Mt. Union

30 – DICKINSON

1218 Clay Central-Everly
2124 Estherville-Lincoln Central
2846 Harris-Lake Park
2862 Hartley-Melvin-Sanborn
4890 Okoboji
6120 Spirit Lake
6345 Terril

31 – DUBUQUE

1863 Dubuque
4041 Maquoketa
4446 Monticello
6961 Western Dubuque Co.

32 – EMMET

0333 Armstrong-Ringsted
2124 Estherville-Lincoln Central
2556 Graettinger
6345 Terril

33 – FAYETTE

2349 Fredericksburg
4774 North Fayette
4869 Oelwein
5310 Postville
6175 Starmont
6273 Sumner
6509 Turkey Valley
6591 Valley
6762 Wapsie Valley
6943 West Central

34 -- FLOYD

1116 Charles City
2664 Greene
4599 Nashua-Plainfield
4761 Nora Springs-Rock Falls
4995 Osage
5697 Rudd-Rockford-Marble Rock

35 – FRANKLIN

0009 AGWSR
0108 Alden
0594 Belmond-Klemme
0916 Cal
1854 Dows
2781 Hampton-Dumont
3150 Iowa Falls
4266 Meservey-Thornton
5922 Sheffield-Chapin

36 – FREMONT

2205 Farragut
2369 Fremont-Mills
2772 Hamburg
5976 Shenandoah
6003 Sidney

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

37 – GREENE

1413 Coon Rapids-Bayard
 1967 East Greene
 2520 Glidden-Ralston
 2570 Grand
 3195 Jefferson-Scranton
 5121 Panorama
 5139 Paton-Churdan
 5184 Perry
 5323 Prairie Valley
 3411 Southern Cal

38 – GRUNDY

0009 AGWSR
 0279 Aplington
 0540 BCL-UW
 1791 Dike-New Hartford
 2007 Eldora-New Providence
 2502 Gladbrook-Reinbeck
 2727 Grundy Center
 5130 Parkersburg

39 – GUTHRIE

0018 Adair-Casey
 0414 Audubon
 1413 Coon Rapids-Bayard
 2151 Exira
 2754 Guthrie Center
 5121 Panorama
 6264 West Central Valley

40 – HAMILTON

3033 Hubbard-Radcliffe
 4775 Northeast Hamilton
 5643 Roland-Story
 6095 South Hamilton
 6246 Stratford
 6867 Webster City

41 – HANCOCK

0594 Belmont-Klemme
 1206 Clarion-Goldfield
 1449 Corwith-Wesley
 2295 Forest City
 2403 Garner-Hayfield
 4266 Meservey-Thornton
 6417 Titonka
 6633 Ventura
 0819 West Hancock
 7083 Woden-Crystal Lake

42 – HARDIN

0009 AGWSR
 0108 Alden
 0540 BCLUW
 1359 Colo-Nesco
 2007 Eldora-New Providence
 3033 Hubbard-Radcliffe
 3150 Iowa Falls
 5643 Roland-Story

43 – HARRISON

0441 A-H-S-T
 1917 Boyer Valley
 1969 East Monona
 2826 Harlan
 3798 Logan-Magnolia
 4356 Missouri Valley
 6460 Tri-Center
 6969 West Harrison
 6987 West Monona
 7092 Woodbine

44 – HENRY

1602 Danville
 2169 Fairfield
 2322 Fort Madison
 2834 Harmony
 4536 Mount Pleasant
 4689 New London
 6700 Waco
 7047 Winfield-Mt. Union

45 – HOWARD

3029 Howard-Winneshiek
 4662 New Hampton
 5508 Riceville
 6509 Turkey Valley

46 – HUMBOLDT

1206 Clarion-Goldfield
 1944 Eagle Grove
 2493 Gilmore City-Bradgate
 3060 Humboldt
 3897 Lu Verne
 6516 Twin rivers
 6921 West Bend-Mallard

47 – IDA

0504 Battle Creek-Ida Grove
 1701 Denison
 2376 Galva-Holstein
 4033 Maple Valley
 4860 Odebolt-Arthur
 1975 River Valley
 5823 Schaller-Crestland
 5832 Schleswig

48 – IOWA

0576 Belle Plaine
 0609 Benton
 1221 Cedar Creek-Amana
 1647 Deep River-Millersburg
 2097 English Valleys
 2766 H-L-V
 3154 Iowa Valley
 4271 Mid-Prairie
 6462 Tri-County
 7029 Williamsburg

49 – JACKSON

0243 Andrew
 0585 Bellevue
 1675 Delwood
 1863 Dubuque
 1965 East Central
 4041 Maquoketa
 4269 Midland
 5337 Preston
 6961 Western Dubuque Co

50 – JASPER

0513 Baxter
 0720 Bondurant-Farrar
 1332 Colfax-Mingo
 1350 Collins-Maxwell
 3582 East Marshall
 2709 Grinnell-Newburg
 3906 Lynnville-Sully
 4725 Newton
 5319 PCM
 5166 Pella
 6101 Southeast Polk

51 – JEFFERSON

0977 Cardinal
 2169 Fairfield
 4536 Mount Pleasant
 5163 Pekin
 6700 Waco
 6768 Washington

52 – JOHNSON

1221 Clear Creek-Amana
 1337 College
 2977 Highland
 3141 Iowa City
 3744 Lisbon
 3816 Lone Tree
 4271 Mid-Prairie
 4554 Mount Vernon
 6093 Solon
 6930 West Branch
 6975 West Liberty
 7029 Williamsburg

53 – JONES

0234 Anamosa
 3744 Lisbon
 4269 Midland
 4446 Monticello
 4554 Mount Vernon
 3691 North Cedar
 4905 Olin
 6961 Western Dubuque Co.

54 – KEOKUK

2097 English Valleys
 2367 Fremont
 3330 Keota
 5163 Pekin
 6012 Sigourney
 6462 Tri-County

August, 2007



Iowa
**Vocational
 Rehabilitation**
 Services

55 – KOSSUTH

0126 Algona
0333 Armstrong-Ringsted
1449 Corwith-Wesley
3897 Lu Verne
0873 North Iowa
4778 North Kossuth
5868 Sentral
6417 Titonka
6516 Twin Rivers
6921 West Bend-Mallard

56 – LEE

1079 Central Lee
2322 Fort Madison
2834 Harmony
3312 Keokuk
4536 Mount Pleasant

57 – LINN

0099 Alburnett
0234 Anamosa
1053 Cedar Rapids
1062 Center Point-Urbana
1089 Central City
1337 College
3715 Linn-Mar
3744 Lisbon
4086 Marion
4446 Monticello
4554 Mount Vernon
4777 North Linn
6093 Solon
6138 Springville

58 – LOUISA

1368 Columbus
2977 Highland
3816 Lone Tree
3841 Louisa-Muscatine
4203 Mediapolis
4509 Morning Sun
6700 Waco
6759 Wapello
7047 Winfield-Mt. Union

59 – LUCAS

1107 Chariton
1211 Clarke
4505 Mormon Trail
5715 Russell
6094 Southeast Warren
6854 Wayne

60 – LYON

0747 Boyden-Hull
1095 Central Lyon
2457 George-Little Rock
5607 Rock Valley
5949 Sheldon
6983 West Lyon

61 – MADISON

0027 Adel-DeSoto-Minburn
1953 Earlham
1970 East Union
2673 Nodaway Valley
3119 Interstate 35
4122 Martensdale-St Marys
4978 Orient-Macksburg
6615 Van Meter
7056 Winterset

62 – MAHASKA

0657 Eddyville-Blakesburg
2367 Fremont
3906 Lynnvile-Sully
4776 North Mahaska
5013 Oskaloosa
5166 Pella
6462 Tri-County
6512 Twin Cedars

63 – MARION

1107 Chariton
3375 Knoxville
4212 Melcher-Dallas
5319 PCM
5166 Pella
5256 Pleasantville
6101 Southeast Polk
6512 Twin Cedars

64 – MARSHALL

0513 Baxter
0540 BCLUW
1350 Collins-Maxwell
1359 Colo-Nesco
3582 East Marshall
2007 Eldora-New Providence
2502 Gladbrook-Reinbeck
2682 GMG
4104 Marshalltown
6985 West Marshall

65 – MILLS

2369 Fremont-Mills
2511 Glenwood
3645 Lewis Central
3978 Malvern
4751 Nishna Valley
5976 Shenandoah
6453 Treynor

66 – MITCHELL

4761 Nora Springs-Rock Falls
4995 Osage
5508 Riceville
5697 Rudd-Rockford-Marble
Rock
5751 St. Ansgar

67 – MONONA

1917 Boyer Valley
1134 Charter Oak-Ute
1969 East Monona
4033 Maple Valley
6969 West Harrison
6987 West Monona
6992 Westwood
7002 Whiting
7092 Woodbine

68 – MONROE

0081 Albia
0657 Eddyville-Blakesburg
4491 Moravia
5715 Russell

69 – MONTGOMERY

2113 Essex
2718 Griswold
4751 Nishna Valley
5463 Red Oak
5976 Shenandoah
6165 Stanton
6651 Villisca

70 – MUSCATINE

1368 Columbus
1611 Davenport
1926 Durant
3841 Louisa-Muscatine
4581 Muscatine
6975 West Liberty
7038 Wilton

71 – O'BRIEN

1218 Clay Central-Everly
2862 Hartley-Melvin-Sanborn
4149 MOC-Floyd Valley
5949 Sheldon
6048 Sioux Central
5157 South O'Brien

72 – OSCEOLA

2846 Harris-Lake Park
2862 Hartley-Melvin-Sanborn
2457 George-Little Rock
5949 Sheldon
5994 Sibley-Ocheyedan

73 – PAGE

1197 Clarinda
2113 Essex
4698 New Market
5463 Red Oak
5976 Shenandoah
6097 South Page
6165 Stanton
6651 Villisca

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

74 – PALO ALTO

0333 Armstrong-Ringsted
2088 Emmetsburg
2556 Graettinger
3537 Laurens-Marathon
5283 Pocahontas Area
5724 Ruthven-Ayrshire
5868 Sentral
6345 Terill
6921 West Bend-Mallard

75 – PLYMOUTH

0063 Akron-Westfield
2988 Hinton
3348 Kingsley-Pierson
3555 Lawton-Bronson
3600 Le Mars
4068 Marcus-Meriden-Cleghorn
5486 Remsen-Union
6039 Sioux City
6990 West Sioux

76 – POCAHONTAS

0072 Albert City-Truesdale
2493 Gilmore City-Bradgate
3537 Laurens-Marathon
4023 Manson-NW Webster
4644 Newell-Fonda
5283 Pocahontas Area
5301 Pomeroy-Palmer
6921 West Bend-Mallard

77 – POLK

0261 Ankeny
0472 Ballard
0720 Bondurant-Farrar
0981 Carlisle
1350 Collins-Maxwell
1576 Dallas Center-Grimes
1737 Des Moines
3231 Johnston
3942 Madrid
4779 North Polk
5319 PCM
5805 Saydel
6101 Southeast Polk
6579 Urbandale
6957 West Des Moines
7110 Woodward-Granger

78 – POTTAWATTAMIE

0441 A-H-S-T
0387 Atlantic
1476 Council Bluffs
2511 Glenwood
2718 Griswold
3645 Lewis Central
4356 Missouri Valley
5463 Red Oak
4824 Riverside
6453 Treynor

6460 Tri-Center
6534 Underwood
6750 Walnut

79 – POWESHIEK

0576 Belle Plaine
0846 Brooklyn-Guernsey-Malcolm
1647 Deep River-Millersburg
3582 East Marshall
2709 Grinnell-Newburg
2766 H-L-V
3906 Lynnville-Sully
4437 Montezuma
4776 North Mahaska
6098 South Tama
6462 Tri-County

80 – RINGGOLD

0549 Bedford
1224 Clearfield
1503 Creston
1782 Diagonal
1970 East Union
3465 Lamoni
3609 Lenox
4527 Mount Ayr

81 – SAC

0171 Alta
2376 Galva-Holstein
4644 Newell-Fonda
4860 Odebolt-Arthur
5625 Rockwell City-Lytton
5742 Sac
5823 Schaller-Crestland
3411 Southern Cal
6219 Storm Lake
6741 Wall Lake View Auburn

82-SCOTT

0603 Bennett
0621 Bettendorf
0918 Calamus Wheatland
1611 Davenport
1926 Durant
4784 North Scott
5250 Pleasant Valley

83-SHELBY

0441 A-H-S-T
1917 Boyer Valley
2016 Elk Horn-Kimballton
2826 Harlan
3996 IKM
4014 Manning
6460 Tri-Center
6750 Walnut
7092 Woodbine

84-SIOUX

0747 Boyden-Hull
2457 George-Little Rock
4149 MOC-Floyd Valley

5486 Remsen-Union
5607 Rock Valley
5949 Sheldon
6030 Sioux Center
6983 West Lyon
6990 West Sioux

85-STORY

0225 Ames
0472 Ballard
1350 Collins-Maxwell
1359 Colo-Nesco
2466 Gilbert
4617 Nevada
4779 North Polk
5643 Roland-Story
6561 United
6985 West Marshall

86 – TAMA

0576 Belle Plaine
0609 Benton
3582 East Marshall
2502 Gladbrook-Reinbeck
2682 GMG
2727 Grundy Center
4785 North Tama
6098 South Tama
1935 Union

87 – TAYLOR

0549 Bedford
1224 Clearfield
1431 Corning
3609 Lenox
4527 Mount Ayr
4698 New Market
6651 Villisca

88-UNION

1503 Creston
1970 East Union
3609 Lenox
4572 Murray
4978 Orient-Macksburg

89-VAN BUREN

0977 Cardinal
1619 Davis County
2169 Fairfield
2327 Fox Valley
2834 Harmony
4536 Mount Pleasant
6592 Van Buren

90-WAPELLLO

0977 Cardinal
0657 Eddyville-Blakesburg
2169 Fairfield
2367 Fremont
5049 Ottumwa
5163 Pekin

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

91-WARREN

0981 Carlisle
1737 Des Moines
3114 Indianola
3119 Interstate 35
4122 Martensdale-St. Mary's
4797 Norwalk
5256 Pleasantville
6094 Southeast Warren

92-WASHINGTON

2169 Fairfield
2977 Highland
3330 Keota
4271 Mid-Prairie
5163 Pekin
6700 Waco
6768 Washington
7047 Winfield-Mt Union

93 -- WAYNE

3705 Lineville-Clio
4505 Mormon Trail
5715 Russell
5895 Seymour
6854 Wayne

94 -- WEBSTER

1944 Eagle Grove
2313 Fort Dodge
2493 Gilmore City-Bradgate
3060 Humboldt
4023 Manson-NW Webster
5323 Prairie Valley
1097 Southeast Webster
6246 Stratford
6867 Webster City

95-WINNEBAGO

2295 Forest City
3420 Lake Mills
0873 North Iowa
6417 Titonka
7083 Woden-Crystal Lake

96-WINNESHIEK

0135 Allamakee
1638 Decorah
3029 Howard-Winneshiek
4787 North Winneshiek
5310 Postville
6100 South Winneshiek
6509 Turkey Valley

97-WOODBURY

0270 Anthon-Oto
0504 Battle Creek-Ida Grove
3348 Kingsley-Pierson
3555 Lawton-Bronson
4033 Maple Valley

1975 River Valley
5877 Sergeant Bluff-Luton
6039 Sioux City
6992 Westwood
7098 Woodbury Central

98-WORTH

2295 Forest City
3420 Lake Mills
4772 North Central
4788 Northwood-Kensett
5751 St. Ansgar

99-WRIGHT

0594 Belmond-Klemme
0916 Cal
1206 Clarion-Goldfield
1449 Corwith-Wesley
1854 Dows
1944 Eagle Grove
3060 Humboldt
4266 Meservey-Thornton
4775 Northeast Hamilton
6867 Webster City
0819 West Hancock

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

**IOWA PRIVATE HIGH SCHOOL
(By County)**

Black Hawk

8010 Columbus (Waterloo)
8020 Don Bosco (Gilbertville)
8390 Walnut Ridge Baptist (Waterloo)

Buena Vista

8030 St. Mary High School (Storm Lake)

Cerro Gordo

8040 Newman High School (Mason City)

Carroll

8050 Kuemper High School (Carroll)

Cedar

8060 Scattergood Friends School (West Branch)

Clinton

8070 Mater Dei (Clinton)

Des Moines

8090 Notre Dame (Burlington)

Dubuque

8100 Wahlert High School (Dubuque)
8110 Beckman (Dyersville)

Jackson

8120 Marquette High School (Bellevue)

Jefferson

8230 Maharishi School of the Age of Enlightenment (Fairfield)

Johnson

8130 Regina High School (Iowa City)

Kossuth

8140 Bishop Garrigan High School (Algona)

August, 2007



Lee

8150 Ft. Madison Catholic Schools (Ft. Madison)
8160 Marquette Schools (West Point)
8170 Keokuk Catholic Schools (Keokuk)

Linn

8180 Xavier High School (Cedar Rapids)

Marion

8200 Pella Christian (Pella)

Plymouth

8210 Gehlen Catholic Schools (LeMars)
8220 St. Marys High School (Remsen)

Polk

8370 Des Moines Christian (Des Moines)
8240 Dowling High School (West Des Moines)

Pottawattamie

8250 St. Alberts Secondary (Council Bluffs)
8360 Iowa School for the Deaf (Council Bluffs)
8260 Loess Hills Christian (Council Bluffs)

Scott

8270 Assumption High School (Davenport)
8380 St. Katherine/St. Mark (Bettendorf)

Sioux

8280 Western Christian (Hull)
8290 Spalding Catholic High School (Granville)
8300 Unity Christian (Orange City)

Washington

8320 Iowa Mennonite School (Kalona)

Webster

8330 St. Edmond High School (Ft. Dodge)
8340 Community Christian (Ft. Dodge)

Woodbury

8350 Bishop Heelan (Sioux City)

August, 2007



D-25 **OFFICE NUMBER** - Enter the three digit number of the office. On a transfer the receiving office enters the office number, if different than already assigned. The transferring office makes no changes.

D-28 **COUNSELOR NUMBER** . Enter the four digit number of the counselor at application. On a transfer the receiving office enters the new counselor number. The transferring office makes no changes. Transfers to another counselor in the same office may be accomplished by entering only the new counselor's number.

LINE E

E-10 THROUGH E-34 **MONTHLY PUBLIC SUPPORT AMOUNT AT APPLICATION** At application enter the amount of money (to the nearest dollar) the individual was receiving each month in the form of public support payments. If the payment is for a unit that includes the client, enter only the individual's portion.

Record the amount the individual receives from each of the following sources. If the individual does not receive support of that type enter 0000. Fill in leading zeros for amounts under \$1,000. If payments totaled \$9999 or more, use 9999.

Public support refers to cash payments made by Federal, State and/or local governments for any reason, including an individual's disability, age, economic, retirement and survivor status. Include payments to a family unit precipitated by the individual's disability or when the individual's presence is taken into account in the computation of the family benefit. Also, include any payments that are sent directly to the individual in an institution or to dependents on his/her behalf. Exclude any non-cash support payments, such as Medicaid, Medicare, food stamps and rental subsidies.

Other Public Support payments (E-34) are cash payments to individuals and include payments made by Federal, State and local governments for retirement or survivor benefits to the individual, as well as unemployment insurance benefits and other temporary payments.

- E-10 SOCIAL SECURITY DISABILITY INSURANCE (SSDI)**
- E-14 SUPPLEMENTAL SECURITY INCOME (SSI)**
- E-18 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)**
- E-22 GENERAL ASSISTANCE (State or local government)**
- E-26 VETERAN'S DISABILITY BENEFITS**
- E-30 WORKER'S COMPENSATION**
- E-34 OTHER PUBLIC SUPPORT**

August, 2007



E-38 PRIMARY SOURCE OF SUPPORT AT APPLICATION . Enter the code, which identifies the individual's largest single source of economic support at application, even if it accounts for less than one-half of the individual's total support.

- 1- Personal Income (earnings, interest, dividends, rent)
- 2- Family and Friends, Foster Care Stipend (child's portion)
- 3- Public Support (SSI, SSDI, TANF, etc.)
- 4- All other sources (e.g., private disability insurance and private charities)

E-39 THROUGH E-43 MEDICAL INSURANCE COVERAGE AT APPLICATION
 . For each type of medical insurance listed enter a Y (Yes) or N (N) to indicate if the individual had coverage of that type at the time of application for services.

E-39 MEDICAID

E-40 MEDICARE

E-41 WORKER'S COMPENSATION

E-42 PRIVATE INSURANCE THROUGH CLIENT'S OWN JOB

E-43 PRIVATE INSURANCE THROUGH OTHER MEANS

LINE F

F-10 MAJOR DISABLING CONDITION – DESCRIPTION . Enter a description of the client's major disabling condition. The major disabling condition is the RSA disability code responsible for the client's work limitations. Abbreviate the established RSA code, as necessary, to stay within the allowable 25 characters.

F-35 MAJOR DISABLING CONDITION – CODE . Enter the four digit code from the list below applicable to the diagnostic label described in item F-10.

F-39 SECONDARY DISABLING CONDITION – DESCRIPTION . Enter a description of the secondary disabling condition, if one has been established. If none established, enter NONE. The secondary disabling condition is the second RSA disability code, which contributes to, but is not the major basis of the client's work limitations. Abbreviate the established code, as necessary, to stay within the allowable 25 characters.

F-64 SECONDARY DISABLING CONDITION – CODE . Enter the four digit code from the list below applicable to the diagnostic label described in item F-39.

August, 2007



CODES FOR IMPAIRMENTS

0000	No Impairment
9999	Closed before impairment was determined

SENSORY/COMMUNICATIVE IMPAIRMENTS:

BLINDNESS, one or both eyes, due to .

0100	Unknown causes
0101	Accidents or injuries (other than TBI or Spinal Cord Injury)
0110	Cancer
0113	Congenital condition or birth injury
0116	Diabetes Mellitus
0126	Multiple Sclerosis
0127	Muscular Dystrophy
0128	Parkinson's disease or other neurological disorders
0130	Physical disorders/conditions, not elsewhere listed
0136	Stroke
0137	Traumatic brain injury (TBI)

Other visual impairments, due to .

0200	Unknown causes
0201	Accidents or injuries (other than TBI or SCI)
0210	Cancer
0213	Congenital condition or birth injury
0216	Diabetes Mellitus
0226	Multiple Sclerosis
0227	Muscular Dystrophy
0228	Parkinson's disease or other neurological disorders
0230	Physical disorders/conditions, not elsewhere listed
0235	Spinal cord injury (SCI)
0236	Stroke
0237	Traumatic brain injury

DEAFNESS, primary communication visual, due to .

0300	Unknown cause
0301	Accidents or injuries (other than TBI or SCI)
0310	Cancer
0313	Congenital condition or birth injury
0328	Parkinson's disease or other neurological disorders
0330	Physical disorder/conditions, not elsewhere listed
0336	Stroke
0337	TBI

August, 2007



DEAFNESS, primary communication auditory, due to .

0400	Unknown cause
0401	Accidents or injuries (other than TBI or SCI)
0410	Cancer
0413	Congenital condition or birth injury
0428	Parkinson's disease or other neurological disorders
0430	Physical disorder/conditions, not elsewhere listed
0436	Stroke
0437	TBI

HEARING LOSS, primary communication visual, due to .

0500	Unknown cause
0501	Accidents or injuries (other than TBI or SCI)
0510	Cancer
0513	Congenital condition or birth injury
0528	Parkinson's disease or other neurological disorders
0530	Physical disorder/conditions, not elsewhere listed
0536	Stroke
0537	TBI

HEARING LOSS, primary communication auditory, due to .

0600	Unknown cause
0601	Accidents or injuries (other than TBI or SCI)
0610	Cancer
0613	Congenital condition or birth injury
0628	Parkinson's disease or other neurological disorders
0630	Physical disorder/conditions, not elsewhere listed
0636	Stroke
0637	TBI

OTHER HEARING IMPAIRMENTS (tinnitus, Meniere's, hyperacusis, etc.), due to .

0700	Unknown cause
0701	Accidents or injuries (other than TBI or SCI)
0710	Cancer
0713	Congenital condition or birth injury
0728	Parkinson's disease or other neurological disorders
0730	Physical disorder/conditions, not elsewhere listed
0736	Stroke
0737	TBI

August, 2007



Iowa
**Vocational
 Rehabilitation**
 Services

DEAF-BLINDNESS, due to .

0800	Unknown cause
0801	Accidents or injuries (other than TBI or SCI)
0810	Cancer
0813	Congenital condition or birth injury
0828	Parkinson's disease or other neurological disorders
0830	Physical disorder/conditions, not elsewhere listed
0836	Stroke
0837	TBI

COMMUNICATIVE IMPAIRMENTS (expressive/receptive), due to .

0900	Unknown causes
0901	Accidents or injuries (other than TBI or Spinal Cord Injury)
0910	Cancer
0912	Cerebral Palsy
0913	Congenital condition or birth injury
0914	Cystic Fibrosis
0916	Diabetes Mellitus
0925	Mental Retardation
0926	Multiple Sclerosis
0927	Muscular Dystrophy
0928	Parkinson's disease or other neurological disorders
0930	Physical disorders/conditions, not elsewhere listed
0931	Polio
0932	Respiratory disorders, other than Cystic Fibrosis or Asthma
0935	Spinal cord injury (SCI)
0936	Stroke
0937	Traumatic brain injury (TBI)

PHYSICAL IMPAIRMENTS:**MOBILITY ORTHOPEDIC/NEUROLOGICAL IMPAIRMENTS, due to .**

1000	Unknown causes
1001	Accidents or injuries (other than TBI or Spinal Cord Injury)
1002	Alcoholism
1003	Amputations
1005	Arthritis and Rheumatism
1010	Cancer
1011	Cardiac and other conditions of the circulatory system
1012	Cerebral Palsy

August, 2007



Iowa
**Vocational
 Rehabilitation**
 Services

1013	Congenital condition or birth injury
1014	Cystic Fibrosis
1016	Diabetes Mellitus
1020	End-Stage Renal disease and other genitourinary system disorders
1021	Epilepsy
1022	HIV and AIDS
1023	Immune deficiencies, excluding HIV/AIDS
1026	Multiple Sclerosis
1027	Muscular Dystrophy
1028	Parkinson's disease or other neurological disorders
1030	Physical disorders/conditions, not elsewhere listed
1031	Polio
1035	Spinal cord injury (SCI)
1036	Stroke
1037	Traumatic brain injury (TBI)

MANIPULATION/DEXTERITY ORTHOPEDIC/NEUROLOGICAL
IMPAIRMENTS, due to .

1100	Unknown causes
1101	Accidents or injuries (other than TBI or Spinal Cord Injury)
1102	Alcoholism
1103	Amputations
1105	Arthritis and Rheumatism
1110	Cancer
1112	Cerebral Palsy
1113	Congenital condition or birth injury
1116	Diabetes Mellitus
1120	End-Stage Renal disease and other genitourinary system disorders
1121	Epilepsy
1122	HIV and AIDS
1123	Immune deficiencies, excluding HIV/AIDS
1126	Multiple Sclerosis
1127	Muscular Dystrophy
1128	Parkinson's disease or other neurological disorders
1130	Physical disorders/conditions, not elsewhere listed
1131	Polio
1135	Spinal cord injury (SCI)
1136	Stroke
1137	Traumatic brain injury (TBI)

August, 2007



Iowa
**Vocational
 Rehabilitation**
 Services

MOBILITY AND MANIPULATION/DEXTERITY

ORTHOPEDIC/NEUROLOGICAL IMPAIRMENTS, due to -

1200	Unknown causes
1201	Accidents or injuries (other than TBI or Spinal Cord Injury)
1202	Alcoholism
1203	Amputations
1205	Arthritis and Rheumatism
1209	Blood disorders
1211	Cardiac and other conditions of the circulatory system
1212	Cerebral Palsy
1213	Congenital condition or birth injury
1216	Diabetes Mellitus
1221	Epilepsy
1222	HIV and AIDS
1223	Immune deficiencies, excluding HIV/AIDS
1226	Multiple Sclerosis
1227	Muscular Dystrophy
1228	Parkinson's disease or other neurological disorders
1230	Physical disorders/conditions, not elsewhere listed
1231	Polio
1235	Spinal cord injury (SCI)
1236	Stroke
1237	Traumatic brain injury (TBI)

OTHER ORTHOPEDIC IMPAIRMENTS (e.g., limited range of motion), due to-

1300	Unknown causes
1301	Accidents or injuries (other than TBI or Spinal Cord Injury)
1303	Amputations
1305	Arthritis and Rheumatism
1310	Cancer
1312	Cerebral Palsy
1313	Congenital condition or birth injury
1314	Cystic Fibrosis
1316	Diabetes Mellitus
1321	Epilepsy

August, 2007



Iowa
**Vocational
 Rehabilitation**
 Services

1322	HIV and AIDS
1323	Immune deficiencies, excluding HIV/AIDS
1326	Multiple Sclerosis
1327	Muscular Dystrophy
1328	Parkinson's disease or other neurological disorders
1330	Physical disorders/conditions, not elsewhere listed
1331	Polio
1335	Spinal cord injury (SCI)
1336	Stroke
1337	Traumatic brain injury (TBI)

RESPIRATORY IMPAIRMENTS, due to .

1400	Unknown causes
1401	Accidents or injuries (other than TBI or Spinal Cord Injury)
1406	Asthma and other allergies
1409	Blood disorders
1410	Cancer
1412	Cerebral Palsy
1413	Congenital condition or birth injury
1414	Cystic Fibrosis
1422	HIV and AIDS
1423	Immune deficiencies, excluding HIV/AIDS
1426	Multiple Sclerosis
1427	Muscular Dystrophy
1428	Parkinson's disease and other neurological disorders
1430	Physical disorders/conditions, not elsewhere listed
1431	Polio
1431	Respiratory disorders, other than Cystic Fibrosis or Asthma

GENERAL PHYSICAL DEBILITATION (fatigue, weakness, pain, etc.), due to .

1500	Unknown causes
1501	Accidents or injuries (other than TBI or Spinal Cord Injury)
1502	Alcohol abuse or dependence
1503	Amputations
1505	Arthritis and Rheumatism
1506	Asthma and other allergies
1509	Blood disorders
1510	Cancer
1511	Cardiac and other conditions of the circulatory system
1512	Cerebral Palsy
1513	Congenital condition or birth injury

August, 2007



Iowa
**Vocational
 Rehabilitation**
 Services

1514	Cystic Fibrosis
1516	Diabetes Mellitus
1517	Digestive disorders
1518	Drug abuse or dependence (other than alcohol)
1519	Eating disorders (e.g., anorexia, bulimia, compulsive overeating)
1520	End-Stage Renal disease and other genitourinary system disorders
1521	Epilepsy
1522	HIV and AIDS
1523	Immune deficiencies, excluding HIV/AIDS
1526	Multiple Sclerosis
1527	Muscular Dystrophy
1528	Parkinson's disease or other neurological disorders
1530	Physical disorders/conditions, not elsewhere listed
1531	Polio
1532	Respiratory disorders, other than Cystic Fibrosis or Asthma
1535	Spinal cord injury (SCI)
1536	Stroke
1537	Traumatic brain injury (TBI)

OTHER PHYSICAL IMPAIRMENTS, not listed above, due to .

1600	Unknown causes
1601	Accidents or injuries (other than TBI or Spinal Cord Injury)
1602	Alcohol abuse or dependence
1603	Amputations
1605	Arthritis and Rheumatism
1606	Asthma and other allergies
1609	Blood disorders
1610	Cancer
1611	Cardiac and other conditions of the circulatory system
1612	Cerebral Palsy
1613	Congenital condition or birth injury
1614	Cystic Fibrosis
1616	Diabetes Mellitus
1617	Digestive disorders
1618	Drug abuse or dependence (other than alcohol)
1619	Eating disorders (e.g., anorexia, bulimia, compulsive overeating)
1620	End-Stage Renal disease and other genitourinary system disorders
1621	Epilepsy
1622	HIV and AIDS
1623	Immune deficiencies, excluding HIV/AIDS
1626	Multiple Sclerosis
1627	Muscular Dystrophy

August, 2007



Iowa
Vocational
Rehabilitation
Services

1628	Parkinson's disease or other neurological disorders
1630	Physical disorders/conditions, not elsewhere listed
1631	Polio
1632	Respiratory disorders, other than Cystic Fibrosis or Asthma
1635	Spinal cord injury (SCI)
1636	Stroke
1637	Traumatic brain injury (TBI)

COGNITIVE IMPAIRMENTS (impairments involving learning, thinking, processing information and concentration), due to .

1700	Unknown causes
1701	Accidents or injuries (other than TBI or Spinal Cord Injury)
1702	Alcohol abuse or dependence
1707	Attention-deficit hyperactivity disorder (ADHD)
1708	Autism
1713	Congenital condition or birth injury
1718	Drug abuse or dependence (other than alcohol)
1722	HIV or AIDS
1723	Immune deficiencies, excluding HIV/AIDS
1725	Mental retardation/Mental Disability/Borderline Intellectual Functioning
1728	Parkinson's disease and other neurological disorders
1730	Physical disorder/condition, not elsewhere listed
1734	Specific learning disabilities
1735	Spinal cord injury (SCI)
1736	Stroke
1737	Traumatic brain injury (TBI)

PSYCHOSOCIAL IMPAIRMENTS (interpersonal and behavioral impairments, ability to cope), due to .

1800	Unknown causes
1802	Alcohol abuse or dependence
1804	Anxiety disorders
1807	Attention-deficit hyperactivity disorder (ADHD)
1808	Autism
1809	Blood disorders
1810	Cancer
1811	Cardiac and other conditions of the circulatory system
1813	Congenital condition or birth injury
1815	Depressive and other mood disorders
1818	Drug abuse or dependence (other than alcohol)
1819	Eating disorders (e.g., anorexia, bulimia, compulsive overeating)

September, 2008



Iowa
Vocational
Rehabilitation
Services

1824	Mental illness, not elsewhere listed
1829	Personality disorders
1833	Schizophrenia and other psychotic disorders
1835	Spinal cord injury (SCI)
1836	Stroke
1837	Traumatic brain injury (TBI)

OTHER MENTAL IMPAIRMENTS, due to .

1900	Unknown causes
1901	Accident or injuries (other than TBI or Spinal Cord Injuries)
1902	Alcohol abuse or dependence
1907	Attention-deficit hyperactivity disorder (ADHD)
1908	Autism
1909	Blood disorders
1910	Cancer
1911	Cardiac and other conditions of the circulatory system
1913	Congenital conditions or birth injury
1918	Drug abuse or dependence (other than alcohol)
1919	Eating disorders (e.g., anorexia, bulimia, compulsive overeating)
1922	HIV and AIDS
1923	Immune deficiencies, excluding HIV/AIDS
1924	Mental illness, not elsewhere listed
1925	Mental retardation
1928	Parkinson's disease and other neurological disorders
1934	Specific learning disabilities
1935	Spinal cord injury (SCI)
1936	Stroke
1937	Traumatic brain injury (TBI)

F-68 WAITING LIST . At the time of eligibility for VR services, the counselor will assign each client to the highest category from the list below for which they qualify. The appropriateness of the category to which the client is assigned may be reassessed at anytime. A client may move to a higher category because of a change in circumstances, but is only moved down to correct an original mistake in the assignment to a category.

- 2 . Individuals meeting the definition of most significantly disabled
- 4 . Individuals meeting the definition of significantly disabled
- 6 . All other eligible individuals

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

LINE G

G-10 STATUS CHANGE TRANSACTION . Status change will be entered in the status change box.

In cases where more than one status change is made prior to data entry, the first status would be entered in G-10 and the second in G-13. The screen layout only has place for two status changes at a time. To do a third or subsequent status change at one time, type the first two in, update the record (PF4), rematch the name, and put in any additional status changes.

All cases are opened by entering 020 in item G-10.

The date the status change is entered will automatically be entered in the appropriate status box in Line H or I. On all closures, handwrite the case closure date in item G-41.

The status code is a three digit number, made up of the two digit Federal status codes (00-38) and a third number assigned by the state to represent certain situations. The three digit codes are:

- 020 Applicant
- 040 Eligible, but does not meet the criteria for the level of severity being served
- 060 Trial Work Experiences/Extended Evaluation
- 080 Closed Before Acceptance
- 100 Eligibility/Program Development
- 101 Eligibility/Program Development (transition student)
- 120 IPE Developed, but not yet ready to begin
- 140 Counseling and Guidance, only (generally long-term, culminating in the client being placed in Ready for Employment, Status 200, and a job search started)
- 160 Physical or Mental Restoration
- 181 Training, Workshop/Facility (other than supported employment)
- 182 Training, Customized
- 183 Training, Vocational-Technical
- 184 Training, Academic
- 185 Training, Correspondence
- 186 Training, Supported Employment
- 187 Training, Other (including non-supported employment job coaching)
- 200 Ready for Employment
- 220 In Employment
- 240 Services Interrupted

August, 2007



- 260 Closed, Rehabilitated
- 280 Closed, Not Rehabilitated, after IPE services started (from Status 14 or above)
- 300 Closed, Not Rehabilitated, before an IPE services start (from Status 10 or 12)
- 320 Post Employment Services
- 331 Closed from Post Employment Services, previous employment maintained
- 332 Closed from Post Employment Services, casefile reopened
- 333 Closed from Post Employment Services, other outcome
- 380 Closed from the Waiting List (from Status 04)

G-16 **INDIVIDUAL PLAN FOR EMPLOYMENT DATE** . Enter the date on which the first IPE for the individual became effective. The effective date is the date when both parties have signed the IPE. The individual could be moving to either Status 12 or a service status. Do not change the date for subsequent IPEs. If no IPE is ever signed, enter all zeros.

G-24 **IPE MONITOR DATES-GOAL DATE** – Enter the month/year date by which the goal called for on the current IPE is expected to be completed, including placement on a job and the ninety days of employment. If a new goal is developed with a different completion date, this item is to be updated.

G-30 **IPE MONITOR DATES-PROGRAM REVIEW DATE** . Enter the date from the current IPE of the client's next expected review of progress. There must be at least one complete review annually.

G-36 **CLOSURE – REASON** . Enter the two digit code that identifies the reason for closing the case.

00 . Client was closed as rehabilitated, Status 26

01 . Unable to locate or contact

Use when the individual has moved without a forwarding address or is otherwise unavailable. Also use this code for persons who have left the state and show no intentions of continuing in their VR program.

August, 2007



- 02 . Disability too significant to benefit from VR services
Use to identify an individual whose mental or physical disability is so significant that the individual cannot benefit from VR services in terms of employment.
- 03 . Refused services or further services
Use for individuals who choose not to participate or continue with VR services.
- 04 . Death
- 05 . Individual in an institution
Use when an individual has entered an institution and will be unavailable to participate in a VR program for an indefinite or considerable period of time. An institution includes a hospital, a nursing home, a prison or jail, a treatment center, etc.
- 06 . Transferred to another agency
Transfer to another agency implies that the individual needs services more appropriately provided by that agency, and that appropriate referral information is forwarded to that agency. This includes individuals transferred to other State VR agencies.
- 07 . Failure to cooperate
Use to indicate that an individual, by action or non-action, has made it impossible to begin or continue a VR program. Failure to cooperate includes repeated failures to keep appointments for assessment, counseling, or other services.
- 08 . No disabling condition
Use only for applicants being closed in Status 08, because they have no physical or mental impairment or where the impairment is an acute condition that will have no residual impairment.
- 09 . No impediment to employment
Use only for applicants being closed in Status 08, because their physical or mental impairment does not constitute a substantial impediment to employment.
- 10 . Transportation not feasible or available
Use to indicate that the individual was unable to accept or maintain employment because suitable transportation was either not feasible or not available.

August, 2007



11 . Does not require VR services

Use only for applicants being closed in Status 08 because it has been determined that they do not require VR services to prepare for, enter into, or retain gainful employment consistent with their strengths, resources, priorities, concerns, abilities, capabilities, and informed choice.

12 . Extended services not available

Use where supported employment would have been of benefit, but could not be provided because extended services were not available.

13 . All other reasons

Anything not covered by codes 01 to 12.

14 . Closed in extended employment (Status 08, 28, or 30 only)

G-38 CURRENT STATUS . The current status (three digits) and date (two digit month, two digit day, and four digit year) will be automatically entered by the computer.

LINE H

LINE I **MAKE NO ENTRIES** . All dates will be entered by the computer based on the date the data is entered.

LINE J

J-10 MAW (MIGRANT AND SEASONAL FARMWORKERS) . Enter a code from those below relating to whether the client was a migrant or seasonal farm worker who was provided services under Section 304 of the Rehabilitation Act, while receiving VR services. (Section 304 is a grant program. Currently, there are no grants of this type in Iowa, so code 2 should not be used.)

- 1 . Was not a migrant or seasonal farm worker during the VR program
- 2 . Was enrolled in a migrant or seasonal farm worker project under Section 304 of the Act during the VR program (DO NOT USE)
- 3 . Was a migrant or seasonal farm worker during the VR program but was not enrolled in a migrant or seasonal farm worker project

August, 2007



J-11 VET (VETERAN STATUS) . Enter a Y (Yes) to indicate that the individual has served in the active military, naval or air service, and been discharged or released under conditions other than dishonorable. Otherwise, enter N (No)

J-12 SD (SIGNIFICANT DISABILITY) . Enter a Y (Yes) if you have classified the individual as either Most Significantly or Significantly Disabled. Otherwise, enter N (No).

J-13 PWI (PROJECTS WITH INDUSTRY) . Enter a Y (Yes) to indicate the individual is enrolled in one of the projects with industry (PWI) established under Section 611 of the Act during their VR program. Otherwise, enter N (No).

J-14 PASS (SOCIAL SECURITY INCENTIVES-PLAN FOR ACHIEVING SELF SUPPORT) . Enter a Y (Yes) to indicate that the individual had or developed an approved PASS plan while a client of IVRS. Otherwise, enter N (No).

J-15 IRWE (SOCIAL SECURITY INCENTIVES-IMPAIRMENT RELATED WORK EXPENSES) . Enter a Y (Yes) to indicate that the individual had or developed an approved IRWE plan while a client of IVRS. Otherwise, enter N (No).

J-16 THROUGH J-19 SERVICE RESOURCES . Enter a Y (Yes) in each box to indicate that the client was involved in that program while a client of IVRS. Otherwise, enter N (No).

J-16 JBCB (Job Club)

J-17 JSST (Job Seeking Skills Training) . Follows a formalized curriculum

J-18 WK FRC (Work Force) . Any of the partners other than IVRS

J-19 TAX CR (Tax Credit) . Either Federal or State of Iowa

SPECIAL PROGRAM IDENTIFICATION

J-20 WAIVER (WVR) . Enter Y (Yes) or N (No) to indicate whether the client is on any of the waiver program.

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

J-23 A. SCH (AREA SCHOOL) . Enter the unique IVRS office number from the list below which identifies an area school providing services to the client during the time the casefile was open.

- 522 Northeast Iowa Community College . Dubuque
- 560 Kirkwood Community College . Cedar Rapids
- 561 Southwestern Community College . Creston, Red Oak, and Osceola
- 562 Des Moines Area Community College . Ankeny
- 563 Iowa Central Community College . Fort Dodge
- 564 Indian Hills Community College . Ottumwa
- 565 Northwest Iowa Community College . Sheldon
- 566 Iowa Western Community College . Council Bluffs, Clarinda, Atlantic, and Harlan
- 567 Hawkeye Community College . Waterloo
- 568 Northeast Iowa Community College . Calmar
- 569 North Iowa Area Community College . Mason City
- 570 Southeastern Community College . West Burlington
- 571 Iowa Lakes Community College . Estherville
- 572 Western Iowa Tech . Sioux City
- 573 Eastern Iowa Community College District . Scott, and Clinton
- 574 Iowa Valley Community College . Marshalltown
- 574 Ellsworth Community College . Iowa Falls
- 575 Muscatine Community College . Muscatine

J-26 SP PRO (SPECIAL PROGRAMS) . Enter the initials, from the list below, of any of the programs in which the client received services while the casefile was open:

- University of Iowa (Iowa City)SUI
- University of Northern Iowa (Cedar Falls).....UNI
- Iowa State University (Ames)ISU
- University Hospitals (Iowa City).....UIH
- Younkers Memorial Rehabilitation CenterYNK
- Workers' CompensationWCR
- Client Assistance Project.....CAP
- Transition Alliance Project.....TAP
- Small Business Program.....SBP

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

J-29 CRP (COMMUNITY REHABILITATION PROGRAM) . Enter the three digit code from the following list, where services were provided to a client while the casefile was open. (NOTE: An asterisk (*) following the number designates public CRPs.)

No CRP Used . 000

Abilities Unlimited (Adel) . 734
 Ability Building Center (Rochester, MN) . 795
 Access, Inc. (Hampton) . 772
 Adults, Inc./North Star Community Services (Waterloo/Waverly) . 776
 Advancement Services of Jones County (Monticello) . 747
 ARC of Johnson County (Iowa City) . 739
 Area Residential Care, Inc. (Dubuque/Manchester) . 701

Babcock of Iowa (Council Bluffs) . 810
 Bartz, Harold (Waterloo/Marshalltown) - 910
 Bee, Janet (Vinton) - 871
 Benefit Consulting (Cedar Rapids) . 829
 Bethpage (Osceola) . 791
 Boone County Work Activity Center (Boone) . 736
 Botkin, Amy E. (Des Moines) - 911
 Bridgeway (Keokuk) . 785
 Broadlawns-Community Support (Des Moines) . 823*
 Broderson, Diane (Muscatine)- 860

Career Solutions, Inc. (Council Bluffs) - 912
 CASS, Inc. (Atlantic) . 735
 Cedar County Workshop (Tipton) . 769*
 Cedar Falls High School TAP (Cedar Falls) - 883
 Cedar Valley Employment (Waterloo) . 753
 Cedar Valley Rehabilitation Workshop (Austin, MN) . 796
 Central Iowa Residential Care (Marshalltown) . 787
 Cherokee County Work Services, Inc. (Cherokee) - 750
 Choices Made Independently, Inc. (Webster City) . 755
 Christensen, Sandra (Ames) - 872
 Christian Opportunity Center (Pella/Oskaloosa/Indianola) . 751
 Clarke Community School TAP (Osceola) - 886
 Clarke-Decatur County Activity Center (Weldon) . 752
 Clinton Community School District TAP (Clinton) - 887
 Communications Services for the Deaf (Council Bluffs/Cedar Rapids) . 850
 Community Based Services of Bremer County (Waverly) . 830*
 Community Care Vocational Services (Charlotte) . 816
 Community Support . Broadlawns (Des Moines) . 823*
 Comprehensive Systems (Charles City) . 753

August, 2007



Concerned, Inc. (Harlan) . 815
 Con-Nections Impact Development (Waterloo) - 909
 Creative Community Options (Ankeny) . 805
 Crossroads of Western Iowa (Onawa/Missouri Valley) . 749
 Crossroads, Inc. (Muscatine) . 720
 Cummings/Svec Vocational Consultants (Des Moines) - 869
 Customized Supported Employment (Sioux City) . 831

 DAC (Maquoketa) . 746
 Davenport Community School District TAP (Davenport) - 888
 Disabled Workers (Waterloo) . 873

 Easter Seals of Iowa (Des Moines) . 724
 Easter Seals of Nebraska (Omaha, NE) . 825
 Echo, Plus Inc. (Estherville) - 913
 Emergent Consulting (Dubuque) . 874
 Emmet County Handicapped Opportunities (Estherville) . 705
 Employment for Everyone/Bev Fredericks (Decorah) - 902
 Employment Plus (Iowa City) . 853
 Employment Resources (Carroll) . 779
 Employment Services/Terry Echternacht (Des Moines) - 901
 Exceptional Opportunities (Burt) . 760
 Exceptional Persons, Inc. (Waterloo) . 817
 Evert Conner Independent Living Center (Iowa City) . 845

 Family Advocacy Resources (Woodward) - 903
 First Resources (Sigourney) . 778
 Full Circle Services, Inc. (Independence) - 908

 G & G Living Centers, Inc. (Guttenburg) . 833
 Galva-Holstein School District TAP (Holstein) - 889
 Gannon Center for Community Mental Health (Dubuque) . 818*
 Genesis Development (Jefferson) . 745
 Genesis, Inc. (Storm Lake) . 703
 Good Connections, Inc. - 880
 Goodwill Industries of Central Iowa (Des Moines) . 706
 Goodwill Industries of Nebraska (Council Bluffs/Omaha) . 798
 Goodwill Industries of Northeast Iowa (Dubuque/Waterloo) . 707
 Goodwill Industries & Rehabilitation Facilities (Sioux City) . 708
 Goodwill Industries Heartland (Cedar Rapids/Iowa City) . 709

 Hancock County Mental Health Center (Carthage, IL) . 794
 Handicapped Development Center (Davenport) . 711
 Hansen, Lona (Des Moines) . 876
 Harriet Ballou New Hope Center (Sioux City) . 759
 Hays Consulting (Des Moines) . 864

August, 2007



Hillcrest Family Services (Dubuque) . 819
 Holistic Health/Suzanne McKinley (Des Moines) . 858
 Home Care Options, Inc ., (Carroll) . 907
 Home Caring Services (Burlington) . 854
 Homestead (Runnels) . 859
 H.O.P.E. (Des Moines) - 898
 Hope Haven Area Development Center (Burlington) . 713
 Hope Haven, Inc. (Rock Valley) . 714
 Horizons Unlimited (Emmetsburg) . 712
 Howard Center, Inc. (Sac City) . 761
 Human Resources Management (Cedar Rapids) . 728*
 Humboldt County Supported Employment (Dakota City) . 834*
 Humboldt Workshop, Inc. (Humboldt) . 744

Ida Services, Inc. (Battle Creek) . 743
 Independent Living, Inc. (Iowa City) . 786
 Industrial Development Center (Dubuque) . 704
 Industrial Training Center (Mt. Pleasant) . 748
 Innovative Industries (Creston/Winterset/Mt. Ayr) . 727
 Iowa Central Industries (Ft. Dodge) . 742
 Iowa Lakes Community College COC (Estherville) . 867*
 Iowa Rehabilitation Consulting Services (Des Moines) . 841
 Iowa School for the Deaf TAP (Council Bluffs) - 890
 Iowa Valley Community College District (Marshalltown) . 842*
 Iowa Valley Community College TAP (Marshalltown) - 891
 Iowa Western Community College (Council Bluffs) . 870*
 Iowa Western Community College TAP (Council Bluffs) - 892

Jefferson County Satellite of Tenco (Fairfield) . 715
 Jo Daviess Workshop (Galena, IL) . 824
 Job Opportunities (Keosauqua) . 811
 Job Point (Ottumwa/Columbia, MO) - 914
 Jobs of Iowa (Schleswig) . 843

Kelly, Linda Consulting (Des Moines) . 875
 Kirkwood Skills Center (Cedar Rapids) . 716
 Krysilis/Unlimited Opportunities (Belmond) . 775

Larrabee Center, Inc. (Waverly) . 807
 Life Skills Training Center, Inc. (LeMars) . 723
 Link Associates (Des Moines) . 764
 LM Career Consultants (Dubuque) - 905
 Lucas County Satellite, Tenco (Chariton) . 718
 Lutheran Social Services (Statewide) . 861
 Lyric Counseling Services (Des Moines) . 827

August, 2007



Mid-Iowa Sheltered Workshops, Tenco (Jefferson) . 715
 Mainstream Living (Ames/Des Moines) . 868
 Marshalltown County CPC (Marshalltown) . 781*
 Mid-Iowa Workshops, Inc. (Marshalltown) . 719
 Mid-Step Services (Sioux City) . 822
 MKBN Services (Allison) . 826
 Monona Services (Onawa) . 749
 Monroe County Activity Center (Albia) . 763
 MRC-Minnesota Resource Center (Dubuque) - 915
 Mt. Ayr Community School District TAP . 894

 New Choices, Inc. (Bettendorf) . 849
 New Focus, Inc. (Centerville) . 737
 New Hope Village (Carroll) . 779
 New Perspectives (Sioux City) . 773
 Nishna Productions, Inc. (Red Oak/Shenandoah) . 756
 North Iowa Transition Center (Mason City) . 837
 North Iowa Vocational Center, Inc., NIVC (Mason City) . 721
 North Star Community Services/Adults, Inc. (Waterloo) - 776
 Northwoods Living (Fort Dodge) . 821
 Novelle, Ginger (Des Moines) . 917

 On With Life, Inc. (Ankeny) . 801
 Opportunities Unlimited (Sioux City) . 848
 Opportunity Village (Clear Lake) . 757
 Options of Linn County (Cedar Rapids) . 728*
 ORC Industries (LaCrosse, WI) . 793
 Ottumwa Community School District TAP (Ottumwa) - 895

 Park Ridge Workshop (Montrose) . 717
 Perfect Solutions/Will Houck (Des Moines) . 900
 Perry Community School District TAP - 896
 Plymouth/Woodbury (LRSH) Consortium TAP - 893
 PLUS, Inc. (Spirit Lake) . 710
 Porter Placement Services/Alice Potter (Orden) . 879
 Positive Steps Employment Services/Joe Gleason (Waterloo) -884
 Potentials Unlimited (LeClaire) - 899
 Poweshiek County Case Management (Montezuma) . 847*
 Poweshiek County CPC (Grinnell) . 782*
 Prairie Rose Mental Health Center (Harlan) . 846
 Prism Group, The (Suzanne McKinley) (Des Moines) - 858
 Progress Industries, Inc. (Newton) . 733

 Ragtime (Albia) . 763
 Rainbow Center (Des Moines) . 790

August, 2007



Raynor, Patricia (Clarinda) . 877
 REM (Hiawatha) . 857
 ResCare (All SE Iowa locations) . 802
 Reynolds-Johnson (Des Moines) . 820
 RISE Developmental Center (Elkader) . 738
 River Hills (Cedar Falls) . 765*
 Rural Employment Alternatives, Inc. (Conroy) . 762

 SAFE/Willie Barker, (Toledo) - 904
 Schall, Theresa (Norwalk) . 878
 Silver Creek Enterprises (Glenwood) . 866
 Sioux City Community School District TAP (Sioux City) - 885
 Siouxland Mental Health (Sioux City) . 784
 Skills, Inc. (Moline, IL) . 797
 Skyline Center, Inc. (Clinton) . 726
 Southwestern Community College . 881
 Spectrum Network. The (Decorah) . 770
 Square One Assessments, LLC (Des Moines) - 906
 STEP Employment (All SE Iowa locations) . 802
 Story County Community Life Program (Ames) . 806*
 Story County Development Center (Ames) . 766
 Straight, Beverly (Clearfield) . 838
 Sunshine Services, Inc. (Spencer) . 729
 Systems Unlimited, Inc. (Iowa City) . 777

 Tama County CPC . 783
 Tama County Employment Options (Toledo) . 856*
 T.A.S.C, Inc. (Waukon) . 771
 Tenco Industries (Ottumwa) . 730

 United Cerebral Palsy of Central Iowa (Des Moines) . 767
 United Cerebral Palsy of the Mississippi Valley (Moline, IL) . 840
 Unlimited Services, Inc., (Guttenberg) - 852

 Van Buren Job Opportunities (Keosauqua) . 811
 Varvaris, Frank (Cedar Rapids) . 862
 Vera French (Davenport) . 800
 VG Supported Employment (Pella) . 839
 Victorson, Barbara (Brooklyn Park, Minnesota) . 863
 Village Northwest Unlimited (Sheldon) . 722
 Vocational Counseling Center (Des Moines) . 827
 Vocational Development Center (Council Bluffs) . 702
 Vocational Evaluation Services, Steve Yochum (Des Moines) . 865
 Vocational Solutions . (Council Bluffs) . 916

 Wapello County Supported Employment Project (Ottumwa) . 855*

August, 2007



Washington County Development Center, Inc. (Washington) . 731
Wesco Industries (Denison) . 732
West Central Mental Health (Adel) . 788
West Monona Senior High School TAP . 897
Wings (Muscatine) . 844
Winifred Law Opportunity Center (Indianola) . 768
Wright County Opportunity Center (Clarion) . 775

All other out of state CRPs - 799

J-32 TICKET . This will be used to report on Ticket to work cases, using the following set of codes:

- 0 . Individual does not have a ticket
- 1 . Individual has a Ticket assigned to IVRS, served under reimbursement (VR)
- 2 . Individual has a Ticket assigned to IVRS, served under outcome system (EN)
- 3 . Individual has a Ticket and has assigned it to **another** Employment Network
- 4 . Individual has a Ticket **not** assigned to anyone

There must be an entry when a case goes past Status 10. It should be changed as the situation changes. Check for accuracy at closure.

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

LINE K

K-10 OCCUPATION AT CLOSURE – SOC CODE . Enter the first six digits of the Standardized Occupational Code (SOC) for the occupation in which the individual is employed, with the following exceptions:

599999 Homemaker (own home) refers to men and women whose activity is keeping house for their families, or themselves if they live alone.

799999 Unpaid family worker (own family), not elsewhere classified use only if the type of unpaid family work cannot be classified according to any of the SOC occupations. An unpaid family worker is one who works without pay on a family farm or in a family business.

899999 Randolph-Sheppard vending facility clerk use this category for persons employed as clerks, sales persons, or helpers in a vending facility operated under the Randolph-Sheppard Vending Facility Program. Use this special code even though these occupations are classifiable in the SOC. Do not include vending facility operators (999999), or individuals employed in vending facilities outside the Vending Facility Program (use their SOC occupation code).

999999 Randolph-Sheppard vending facility operator use this category for individuals employed as operators or managers of vending facilities operated under the Vending Facility Program. Use this special code even though these occupations are classifiable in the SOC. Do not include vending facility clerks (899999), or individuals employed as vending facility operators outside the Randolph-Sheppard Vending Facility Program (use their SOC occupation code).

K-16 EMPLOYER CODE . Enter the one digit code for the category of employer for which the client is working at closure.

- 1 . Private for profit
- 2 . Self-employed . small business
- 4 . Private . non-profit
- 5 . Public . federal

February, 2008



Iowa
**Vocational
Rehabilitation**
Services

- 6 . Public . state
- 7 . Public . county (including employees of area level government agencies, such as AEA's and Area Community Colleges)
- 8 . Public . local (including public elementary and secondary school employees)
- 0 . Homemaker/Unpaid family worker

K-17 EMPLOYER NAME . Enter the name of the client's employer at the time of rehabilitation closure. If self-employed, enter SELF. If closed as an unpaid family worker or a homemaker, enter FAMILY.

K-36 EMPLOYER ZIP CODE . Enter the employer's nine digit Zip Code. If the last four digits are not known, leave blank.

For non-U.S. addresses, enter 00000-0000 as the Zip Code. For a military enlistee, use 20301-0000 (Pentagon).

K-45 WORK STATUS AT CLOSURE . Enter the code which best describes the work status of the individual at closure.

- 00 . Not in extended employment (Status 28, only)
- 01 . Employed without supports in an integrated setting. Full or part-time employment in an integrated setting without ongoing support services. Work performed for wages, salary, commissions, tips, or piece-rate. Pay may be below, at, or above the minimum wage. Do not include self-employed individuals.
- 02 . Extended Employment, Status 28, only
- 03 . Self-employment (except BEP). Work for profit or fees including operating one's own business, farm, shop, or office. This includes sharecroppers, but not wage earners on farms.
- 05 . Homemaker . Individuals whose activity is keeping house for persons in their household or for themselves, if they live alone.
- 06 . Unpaid family worker . An individual who works without pay on a family farm or in a family business.
- 07 . Employment with supports in integrated setting. Full or part-time employment in an integrated setting with ongoing support services for individuals with significant disabilities. Pay may be at, above or below minimum wage.

August, 2007



K-47 WEEKLY EARNINGS . Enter the amount of money (to the nearest dollar) the individual earned in a typical week at the time of closure. If the individual had no earnings, enter 0000. If the individual had earnings of \$9999 or more, use 9999. Fill in leading zeros when they apply. For example, record 0055 for an individual earning \$55 per week at the time of closure.

This item collects data on the cash earnings of individuals at closure and includes all wages, salaries, tips and commissions received as income before payroll deductions of Federal, State and local income taxes and Social Security payroll tax. Earnings also include profits derived by self-employed individuals. If an individual is working at subminimum wage for example in a restaurant, then tips must be considered in calculation of wages for the closure to be considered successful.

Earnings for salespersons, consultants, self-employed and other similar occupations are based on their adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Since commissions and unreimbursed business expenses may be accrued and paid on an irregular basis the counselor may need to look at these figures over the period of a month or more to get a more accurate understanding of the individual's financial situation. If the amount is not in even dollars, always round to the next higher dollar amount.

Do not include estimates of payments in-kind, such as meals and lodging.

Estimate profits of farmers, if necessary.

K-51 HOURS WORKED AT CLOSURE . Enter the number of hours the individual worked in a typical week at the time of closure. Earnings may have been in the form of wages, salaries, tips, commissions, profits from self-employment, adjusted gross income for salespersons, etc.

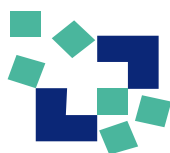
Persons on paid vacation or paid sick leave are considered to have worked for the number of hours of vacation or sick leave for which they were charged. Persons on unpaid vacation or unpaid sick leave are considered to worked 00 hours, but this is likely not a typical week.

If no earnings are shown in item K-47, enter 00.

If the person worked 99 hours or more in the week, enter 99. Fill in a leading zero, when necessary.

K-53 COMPETITIVELY EMPLOYED . Enter a Y (Yes) to indicate that the individual has achieved competitive employment at the time the case was closed. Otherwise, enter N (No). Competitive employment is employment in the competitive labor market that is performed in an integrated setting and for which

August, 2007



the individual is paid at or above the minimum wage, but not less than the customary wage and level of benefits paid by that employer for that or similar work performed by individuals who are not disabled. Minimum wage is the Federal or State minimum wage, whichever is higher.

K-54 LEVEL OF EDUCATION . Enter the code for the level of education the individual had attained by the time of closure. If the level is not documented, record an estimated level.

- 0 . No formal schooling
- 1 . Elementary education (grades K-8)
- 2 . Secondary education, no high school diploma (grades 9-12)
- 3 . Special education certificate of completion/attendance
- 4 . High school graduate or equivalency certificate
- 5 . Post-secondary education, no degree
- 6 . Associate degree or Vocational/Technical certificate
- 7 . Bachelor's degree
- 8 . Master's degree or higher
- 9 . Not required/not applicable (use only for persons closed in Status 08)

LINE L

L-10 THROUGH L-34 MONTHLY PUBLIC SUPPORT AMOUNT AT CLOSURE

At closure enter the amount of money (to the nearest dollar) the individual was receiving each month in the form of public support payments. If the payment is for a unit that includes the client, enter only the individual's portion.

Record the amount the individual receives from each of the following sources. If the individual does not receive support of that type enter 0000. Fill in leading zeros for amounts under \$1,000. If payments totaled \$9999 or more, use 9999. If the amount is unknown enter a U, (Statuses 08 from 06, 28, 30, and 38, only).

Public support refers to cash payments made by Federal, State and/or local governments for any reason, including an individual's disability, age, economic, retirement and survivor status. Include payments to a family unit precipitated by the individual's disability or when the individual's presence is taken into account in the computation of the family benefit. Also, include any payments that are sent directly to the individual in an institution or to dependents on his/her behalf. Exclude any non-cash support payments, such as Medicaid, Medicare, food stamps and rental subsidies.

Other Public Support payments (L-34) are cash payments to individuals and include payments made by Federal, State and local governments for retirement or survivor benefits to the individual, as well as unemployment insurance benefits and other temporary payments.

August, 2007



- L-10 SOCIAL SECURITY DISABILITY INSURANCE (SSDI)
- L-14 SUPPLEMENTAL SECURITY INCOME (SSI)
- L-18 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
- L-22 GENERAL ASSISTANCE (State or local government)
- L-26 VETERAN'S DISABILITY BENEFITS
- L-30 WORKER'S COMPENSATION
- L-34 OTHER PUBLIC SUPPORT

L-38 PRIMARY SOURCE OF SUPPORT AT CLOSURE . Enter the code, which identifies the individual's largest single source of economic support at closure, even if it accounts for less than one-half of the individual's total support.

- 1 - Personal Income (earnings, interest, dividends, rent)
- 2 - Family and Friends, Foster Care Stipend (child's portion)
- 3 - Public Support (SSI, SSDI, TANF, etc.)
- 4 - All other sources (e.g., private disability insurance and private charities)
- U . Unavailable/Not Known (only allowed on Status 08, 28, and 30 and 38).

L-39 THROUGH L-43 MEDICAL INSURANCE COVERAGE AT CLOSURE -

For each type of medical insurance listed enter a Y (Yes) to indicate that the individual had coverage of that type at the time of closure. If the amount is unknown enter a U, (Statuses 08 from 06, 28, 30, and 38, only).

- L-39 MEDICAID
- L-40 MEDICARE
- L-41 WORKER'S COMPENSATION
- L-42 PRIVATE INSURANCE THROUGH CLIENT'S OWN JOB
- L-43 PRIVATE INSURANCE THROUGH OTHER MEANS

LINE M

M-10 THROUGH M-14 REHABILITATION TECHNOLOGY – Code these three items with a two digit code. The first digit identifies the vendor or provider of the service. The second digit identifies the source of funding for the service. (You can never have a 0 in just one position)

Codes for Vendors/Major Providers (1st digit):

- 0 . Not provided
- 1 . Provided directly by the State VR agency
- 2 . Provided by a CRP run by a governmental entity, including IVRS
- 3 . Provided by a CRP run by a non-governmental entity

August, 2007



- 4 . Provided by a one-stop employment/training center
- 5 . Provided by other public sources
- 6 . Provided by other private sources

Codes for Sources of Funding (2nd digit):

- 0 . Not provided
- 1 . VR funds (authorizations or staff service)
- 2 . Non-VR funds
- 3 . Combination of VR and other sources

M-10 REHABILITATION TECHNOLOGY – ENGINEERING . Rehabilitation engineering is a complex of services entailing an original design or concept intended to help the individual maintain or enhance his or her ability to function personally, socially, and/or vocationally. The original design or concept encompasses not only devices, equipment, and aids, but also modification to the environment, work site, and in transportation on behalf of the individual. To count as rehabilitation engineering, the service must be innovative and not an adaptation of an existing mode of accommodation. Typically, the involvement of a rehabilitation technology specialist would be required. If hearing aids or eye glasses are the only service, then M-10 would not be marked.

M-12 REHABILITATION TECHNOLOGY – DEVICES . These are devices that enable the individual to receive rehabilitation services, improve his or her personal status, or make it possible for the person to work or become more productive. These devices include any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities. If hearing aids and eye glasses are the only service then M-12 would not be marked.

M-14 REHABILITATED TECHNOLOGY – ASSISTIVE TECHNOLOGY SERVICES . These are services that directly assist an individual in the selection, acquisition, or use of an assistive technology device.

M-16 SUPPORTED EMPLOYMENT CRP - If item M-19 is coded 2 or 3 enter, from the list provided for item J-29, the three digit code for the CRP which provided the supported employment services. If supported employment services were provided by more than one CRP, enter the code for the last one that provided these services.

M-19 SUPPORTED EMPLOYMENT STATUS . Enter a one-digit code to indicate (a) whether the individual's IPE specified an employment outcome/vocational goal in a supported employment setting and (b) if so, whether any supported employment services were charged to funds provided under Title VI-B of the Act.

August, 2007



- 1 . Not supported employment
- 2 . Supported employment with some Title VI-B funds expended
- 3 . Supported employment, but no Title VI-B funds expended

M-20 NAR (NO ANNUAL REVIEW) . Enter the code from the following list which best describes the reason the case is excluded from the requirement for an annual review of ineligible and unsuccessful closures. Use code 9 if an annual review is required.

To be completed only on those cases which are closed for reason 02, disability too significant to benefit from VR services, in item G-36.

- 1 . Rapidly progressive condition
- 2 . Terminal illness
- 3 . Client does not wish to be considered further
- 4 . Uncooperative individual
- 5 . Disinterested individual
- 6 . Whereabouts unknown
- 7 . Moved out of state
- 8 . Other
- 9 . Annual Review Required

M-21 THROUGH N-48 SERVICES PROVIDED . Code each of the remaining items on the form (with the exception of N-18 and N-21) with a two digit code. The first digit identifies the vendor or provider of the service. The second digit indicates the source of funding. (You can never have a 0 in just one position.)

Codes for Vendors/Major Providers (1st digit):

- 0 . Not provided
- 1 . Provided directly by the State VR agency
- 2 . Provided by a CRP run by a governmental entity, including IVRS
- 3 . Provided by a CRP run by a non-governmental entity
- 4 . Provided by a one-stop employment/training center
- 5 . Provided by other public sources
- 6 . Provided by other private sources

Codes for Sources of Funding (2nd digit):

- 0 . Not provided
- 1 . VR funds (authorizations or staff services)
- 2 . Non-VR funds
- 3 . Combination of VR and other sources

August, 2007



Iowa
**Vocational
Rehabilitation**
Services

M-21 TA (TECHNICAL ASSISTANCE SERVICES) . Technical assistance and other consultation services to conduct market analyses, to develop business plans and to provide resources to individuals in the pursuit of self-employment, telecommuting and small business operation outcomes.

M-23 I/R (INFORMATION AND REFERRAL SERVICES) . Information and referral services are provided to individuals who need services from other agencies (through cooperative agreements) not available through the VR program.

LINE N

N-10 ASSESS (ASSESSMENT) . Services provided and activities performed to determine an individual's eligibility for VR services, to assign an individual to a waiting list category, and/or to determine the nature and scope of VR services to be included in the IPE. Trial work experiences and extended evaluation are also included here.

N-12 C/G (COUNSELING AND GUIDANCE) . Discrete, therapeutic counseling and guidance services that are necessary for an individual to achieve an employment outcome, including personal adjustment counseling, counseling that addresses medical, family, or social issues, vocational counseling, and any other form of counseling and guidance that is necessary for an individual with a disability to achieve an employment outcome. This service is distinct from the general counseling and guidance relationship that exists between the counselor and the individual during the entire rehabilitation process. Counseling and Guidance is always marked on the IPE due to the nature of the work with the client, but it is not always marked on the CSR. It would be marked on the CSR when the counseling relationship is protracted and results in employment directly from Status 14-0.

N-14 D/T (DIAGNOSIS AND TREATMENT) . Services provided and activities performed to diagnosis or treat an impairment, including, but not limited to, surgery, hospitalization, dental work, drugs, prosthetics, orthotics, types of therapies, and mental health services. Assistive devices would also include hearing aids and eye glasses that would be coded here.

N-16 ACC (TRAINING – ACADEMIC) . Full or part time academic training above the high school level leading to a degree, a certificate, or other recognized educational credential. Community college programs of an academic nature are recorded here.

N-18 (SERVICE COMPLETION) . If the individual received academic training (item N-16) enter a Y (Yes) to indicate that the training program was completed. Otherwise, enter N (No).

August, 2007



N-19 BUS/VOC (TRAINING - BUSINESS AND VOCATIONAL) . Occupational, vocational, or job skill training provided by a community college and/or business, vocational/trade or technical school to prepare the individual for gainful employment in a recognized occupation.

N-21 (SERVICE COMPLETION) . If the individual received business or vocational training (item N-19) enter a Y (Yes) to indicate that the training program was completed. Otherwise, enter N (No).

N-22 JR (TRAINING – JOB READINESS) . Training to prepare an individual for the world of work (e.g., appropriate work behaviors, getting to work on time, appropriate dress and grooming, increasing productivity).

N-24 CUSTOMIZED TRAINING . Training in specific job skills by an employer, and or job coach. Generally, the individual is paid during the training and remains in the same or similar job with that employer on successful completion of the training. Include here apprenticeship training programs conducted or sponsored by an employer, a group of employers, or a joint apprenticeship committee representing both employers and a union. There are times when a client is unpaid for the training, but if successful in performing the work receives a certificate of completion identifying the skills that have been performed at a competent level.

N-26 LIT (TRAINING – BASIC ACADEMIC REMEDIAL OR LITERACY) . Literacy training or training provided to remediate basic academic skills that are needed to function on the job in the competitive labor market.

N-28 AUG (TRAINING - DISABILITY RELATED AUGMENTATIVE SKILL) . This includes, but is not limited to, orientation and mobility, rehabilitation teaching, training in the use of low vision aids, Braille, speech reading, sign language and cognitive training/retraining.

N-30 MISC (TRAINING – MISCELLANEOUS) . Any training not recorded in one of the other training categories.

N-32 SEARCH (JOB RELATED SERVICES – JOB SEARCH SKILLS) . Activities to support and assist an individual in searching for an appropriate job. This would include help in resume preparation, identifying appropriate job opportunities, developing interview skills, and making contacts with companies on behalf of the client.

N-34 PLACE (JOB RELATED SERVICES – PLACEMENT ASSISTANCE) . Referral to a specific job, resulting in an interview, whether or not the individual obtained the job.

August, 2007



N-36 SUPPORTS (JOB RELATED SERVICES – ON THE JOB SUPPORTS)

Support services provided to an individual who has been placed in employment, in order to stabilize the placement and enhance job retention. This would include job coaching, follow-up and follow-along, and job retention services.

N-38 MAINT (MAINTENANCE) . Monetary support provided for expenses, such as food, shelter and clothing when it is an extra expense incurred by the IPE. VR can only participate in maintenance payments to the extent of the additional cost incurred by the individual because of participation in an assessment for determining eligibility and VR needs, or while receiving services under an IPE.

N-40 TRANS (TRANSPORTATION) . Travel and related expenses necessary to enable an applicant or eligible individual to participate in VR services. Included in this item would be travel and related expenses of a personal care attendant, relocation expenses, purchase (related to Self Employment Program) or repair of a vehicle, and training in the use of public transportation vehicles and systems. It would not include the modification of vehicles, which would be coded under rehabilitation technology.

N-42 READ (PERSONAL ASSISTANCE SERVICES – READER) . This includes, besides reading aloud, transcription of printed information into Braille or sound recordings, if the individual requests such transcription. Reader services are generally for individuals who are blind or deaf-blind, but may also include individuals unable to read because of serious neurological disorders, specific learning disabilities, or other physical or mental impairments.

N-44 INT (PERSONAL ASSISTANCE SERVICES – INTERPRETER) . Sign language or oral interpreter services for individuals who are deaf and tactile interpreter services for individuals who are deaf-blind. Do not include language interpretation in this item, but include it in %~~other~~ services+.

N-46 ATTENDANT (PERSONAL ASSISTANCE SERVICES – ATTENDANT) . Personal services performed by an attendant for an individual with a disability, such as bathing, feeding, dressing, providing mobility and transportation, etc.

N-48 OTHER (OTHER SERVICES) . All other VR services that cannot be recorded elsewhere. Specifically included here are occupational licenses, tools and equipment, initial stocks and supplies, and language interpreters.

March, 2008



Iowa
**Vocational
Rehabilitation**
Services